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60-2895

MEMORANDUM FOR: Deputy Director (Coordination)
Deputy Director (Intelligence)
Deputy Director (Plans)
Acting Deputy Director (Support)

SUBJECT: Reduction in Grade

REFERENCE: OPM 20-605-14, dated 9 March 1959, Subject: Retention of Salary following Reduction in Grade

The adoption by this Agency of the provisions of the Salary Retention Act and the continuing responsibility imposed on all supervisors to increase the efficiency of Agency operations have resulted in the request that a paper be written concerning the procedures to be followed in reducing the grade of an individual. The attached paper is issued informally at this time in response to this request. Procedures included in it will be incorporated in the handbook of a new regulation dealing with the management of personnel in grades 1 through 15.

[redacted] 25X1

Gordon M. Stewart
Director of Personnel

Attachment

Distribution
Orig - DD/C ✓
1 - DD/I
1 - DD/P
3 - A/DDS

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EXECUTIVE REGISTRY FILE

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REDUCTION IN GRADE PROCEDURES

1. SELECTION.

The Career Service should turn to operating officials and supervisors in the selection of candidates for downgrading and should require brief but adequate justification for the proposed action. In making its final determination, the Career Service should arrange to have the files and records pertaining to the individual carefully reviewed including those of the Assessment Staff and the Medical Staff. [redacted] will be available for assistance in conducting such reviews and for evaluating the proposed action against the background of experience that we have in these and other adverse cases. When the case is finally prepared, it should be presented to the competent Career Service Board or Panel for review and to the Head of the Career Service for decision. Before making this decision the Head of the Career Service will assure himself that the individual concerned has already been apprised of his shortcomings and has been given a reasonable opportunity to improve his performance and that a record of these actions exists.

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2. ASSIGNMENT.

It is necessary in all these cases that the individual be assigned to a position with the grade level no higher than that which he will hold after downgrading. The materials used in selection should be considered in determining whether the individual can successfully fulfill the duties of the position to which he is to be assigned. In some areas it will be necessary to re-examine the functions assigned to various individuals and to go through a reorganization before this step can be completed. It is necessary that such a reorganization be completed and that the functions allocated to the position to be occupied by the individual concerned be precisely understood.

3. COORDINATION WITH DIRECTOR OF PERSONNEL.

After the completion of the foregoing steps and before discussing the proposed action with the individual concerned, the main elements of the case should be formally coordinated with the Director of Personnel. [redacted] Special Assistant to the Director of Personnel, will serve as a point of contact for this purpose. The Director of Personnel will decide in each case whether the provisions of the Salary Retention Act apply.

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4. REVIEW OF PROPOSED ACTION WITH INDIVIDUAL.

The operating official, a senior supervisor or a representative of the Career Service (in every case it must be a senior person with a direct and clearly understood responsibility for the individual concerned) must inform the individual of the establishment or selection of the position that he is to occupy, its grade level, the duties he is expected to perform in it and the fact that in being transferred to it he will be reduced in grade. If applicable, the provisions of the Salary Retention Act will be outlined to him. The individual will be informed that in being reduced in grade his standing on the Date of Grade Roster in the new grade will be based on the date of his initial promotion into that grade or his entrance on duty with the Agency in his present grade, whichever represents the longer period.

5. COMPLETION OF ACTION.

If the individual accepts the assignment and reduction in grade, the remaining administrative steps are routine. If the individual refuses to accept the proposed action, the Head of the Career Service will refer the case to the Director of Personnel for further investigation and appropriate action.

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